APPLICATION FOR INTERNATIONAL CERTIFICATE FOR OPERATORS OF PLEASURE CRAFT

Royal Yachting Association RYA House Ensign Way Hamble Southampton SO31 4YA
Tel: 023 8060 4100 Fax: 023 8060 4299 Web: www.rya.org.uk

ICC

PLEASE WRITE APPLICANT'S NAME ON BACK OF PHOTO AND CLIP ON HERE

The ICC is issued free of charge to RYA members

NOT AN RYA MEMBER?

JOIN USING THIS FORM AND WE'LL ISSUE **YOUR CERTIFICATE FREE OF CHARGE**

Personal membership costs no more than the certificate issue fee if you pay by Direct Debit or Credit Card. Please complete and return the membership form on page four to receive your certificate for free.

The UK ICC issued by the RYA is issued in conformity with Resolution No. 40 of the United Nations Economic Commission for Europe (UNECE) Working Party on Inland Water Transport. The certificate is available to a person who fulfils the following eligibility criteria:

- **has reached the age of 16;**
- **is physically and mentally fit to operate a pleasure craft, and in particular, has sufficient powers of vision and hearing;**
- **presents one of the specified UK certificates or has successfully passed an examination to prove the necessary competence for pleasure craft operation (see sections 4 - 6); and**
- **who demonstrates their nationality or residency to show that their nationality does not preclude them from being issued with a UK ICC by the RYA (see section 2).**

Please allow 21 working days for the certificate to be issued from the date your application is received. Regrettably we are unable to respond to requests to check the progress of your ICC application within the first 14 days of this period. If you require your ICC sooner a Fast Track Service, which guarantees a 2 working day turnaround from the date we receive your application, is available. Please enclose the additional fee (see section 7) and tick the Fast Track box:

☐ Tick for FAST TRACK service.

1. APPLICANT'S DETAILS

Name: Mr/Mrs/Miss _____ Forename _____ Surname _____

Date of birth: _____ Country of birth: _____ Nationality: _____

Address: _____

_____

_____ Post code: _____ Country: _____

Telephone numbers: Evening _____ Daytime: _____

Mobile: _____ Email: _____

2. EVIDENCE OF APPLICANT'S NATIONALITY OR RESIDENCY:

The RYA is authorised by the Maritime and Coastguard Agency (MCA) to issue a UK ICC to the nationals of any country EXCEPT individuals who are a national of another UNECE member state which has accepted Resolution 40 and who are also resident in another UNECE member state which has accepted Resolution 40, unless the RYA has been given written permission to do so by the Government of the relevant country.

The other countries that have accepted Resolution 40 are: Austria; Belarus; Belgium; Bulgaria; Croatia; Czech Republic; Finland; Germany; Hungary; Ireland; Latvia; Lithuania; Luxembourg; Netherlands; Norway; Poland; Romania; Serbia; Slovakia; Switzerland; Ukraine. This list (correct at 01/10/2018) is subject to change without notice. Please visit www.rya.org.uk/go/icc-no to consult the latest list and for information about any special arrangements in place between the RYA and the Governments of any of these countries.

You must demonstrate that you are not a national of and resident in a country on this list. **Please tick one option:**

☐ Option 1: If you are an existing RYA member, British resident at the address above and **already paying your membership subscription by Direct Debit from your British bank account**, you do not need to send any additional evidence of your nationality or address; **OR**

☐ Option 2: If you are a national of a country which is not on the list you can **send a copy of the photo page of your passport or a recognised national identity card showing your nationality; OR**

☐ Option 3: If your address above is in a country which is not on the list you can send evidence that you are resident at this address. **Send a copy of a recent utility bill or bank statement, a driving licence, a recognised national identity card or other official document, showing your name and address.** Further authenticated evidence may be requested.

3. DECLARATION & SIGNATURE OF APPLICANT

I confirm that I satisfy the eligibility criteria above and I understand that:

- the UK ICC issued by the RYA is issued under the authorisation and on behalf of the UK Maritime and Coastguard Agency (MCA);
- possession of this certificate does not entitle me to a certificate issued on behalf of any other organisation or any other national Government;
- the certificate is valid for 5 years from the date of issue; should my eligibility change during the period the ICC is valid for I must notify the RYA and surrender the document and will not be entitled to any refund;
- if I cannot satisfactorily demonstrate my continued eligibility when the certificate expires it will not be renewed by the RYA;
- the acceptance of the ICC is determined in accordance with both the vessel's flag state legislation and that of the country in which the vessel is to be used and that it is my responsibility to ensure that the ICC is acceptable for its intended use; and
- the RYA will process the personal data I have given for the purpose of fulfilling this contract with me. My personal data will be processed in line with the RYA privacy policy www.rya.org.uk/go/privacy

SIGNATURE OF APPLICANT:

Please ensure Sections 4 & 7 are completed before submitting your application

4. EVIDENCE OF APPLICANT'S COMPETENCE — To be completed by the applicant

Evidence of your competence must be provided for each category you require validated on your ICC. Please indicate the ICC categories you are applying for and the evidence of competence you are enclosing. You must tick at least one box in each of lists 1 and 2 below:

	CATEGORY	TICK BOX IF REQUIRED	EVIDENCE	NOTES
LIST	**Coastal waters**	☐	This category will be validated unless courses / assessments have been conducted on inland waters or the certificate you are presenting does not demonstrate competence to skipper a boat in coastal waters e.g. RYA Helmsman's Course Completion Certificate or MCA Tier 2 Boatmaster qualifications	
LIST	**Inland waters**	☐	**Provide a copy of one of the following and tick the relevant box:** ☐ Enclose print out to show CEVNI test passed online; **or** ☐ Affiliated Club or Recognised Training Centre to sign off CEVNI test in section 5	*Must be supported by RYA Practical certificate or ICC Assessment.*
LIST 2	**Sail** (including auxiliary engine)	☐	**Provide a copy of one of the following and tick the relevant box:** ☐ RYA Day Skipper Sail (Practical) or Coastal Skipper Sail (Practical) Course Completion Certificate; **or** Certificate No: …… ☐ RYA/MCA Coastal Skipper or Yachtmaster® Sail (coastal, offshore or ocean) Certificate of Competence; **or** Certificate No: …… ☐ RYA ICC assessment aboard a sailing yacht with auxiliary engine signed off in section 5	*The power category will also be validated with the "up to 10m length overall" restriction to allow you to drive a tender with an outboard etc.*
LIST 2	**Power** (validity may be restricted to 10m LOA see notes) ***For RYA HQ internal use only:*** *Certificate to be issued with power category restricted to vessels up to 10m LOA* ☐	☐	**Provide a copy of one of the following and tick the relevant box:** ☐ RYA Powerboat Level 2 or higher Course Completion Certificate (the ICC will only be valid for vessels up to 10m LOA;certificates endorsed as inland do not validate coastal waters category); **or** Certificate No: …… ☐ RYA Day Skipper Motor (Practical) or Coastal Skipper Motor (Practical) Course Completion Certificate; **or** Certificate No: …… ☐ RYA/MCA Coastal Skipper or Yachtmaster® Power (coastal, offshore or ocean) Certificate of Competence; **or** Certificate No: …… ☐ Advanced Powerboat RYA/MCA Certificate of Competence; or ☐ RYA Inland Waterways Helmsman Course Completion Certificate (does not validate the coastal waters category); **or** Certificate No: …… ☐ RYA Helmsman's Course Completion Certificate (does not validate the coastal waters category); **or** Certificate No: …… ☐ MCA Deck Officer Certificate of Competence (any grade); **or** ☐ RN, Army or RAF Bridge Watchkeeping Certificate; **or** ☐ MCA or Local Authority Boatman's Licence; **or** ☐ MCA Boatmaster Certificate (Tier 1 Level 1 and Tier 2 do not validate the coastal waters category); Seafish Bridge Watchkeeping Certificate; **or** ☐ RYA ICC assessment aboard a power boat or motor cruiser (to be signed off in section 5) (the ICC will only be valid for vessels up to 10m LOA if the RYA ICC assessment has been taken at a powerboat recognised training centre or on a power boat or a motor cruiser of under 10m LOA)	*The ICC's validity for power driven vessels will be restricted to vessels "up to 10m LOA" if the evidence provided is an RYA Powerboat Course Completion Certificate or if the RYA ICC assessment has been taken at a powerboat recognised training centre or on a power boat or a motor cruiser of under 10m LOA.*
LIST 2	**Personal watercraft**	☐	**Provide a copy of one of the following and tick the relevant box:** ☐ RYA Personal Watercraft Proficiency Certificate; **or** Certificate No:…… ☐ RYA Powerboat Level 2 or higher Course Completion Certificate; **or** ☐ Advanced Powerboat RYA/MCA Certificate of Competence	*There is no ICC assessment for Personal Watercraft*

Please provide the Certificate number for your evidence of practical competence _____

5. ICC ASSESSMENT OF COMPETENCE AND ICC CEVNI TEST — To be completed by the Affiliated Club or Recognised Training Centre (RTC)

The ICC Assessment is only applicable to candidates without acceptable UK Certificates (see section 4) and is not applicable to the Personal Watercraft category.

We hereby confirm that the applicant has successfully demonstrated their skills and knowledge in accordance with the ICC Assessment of Competence Syllabus as follows: (Please ensure tick boxes in Section 6 are completed in full)

ICC ASSESSMENT OF COMPETENCE PASSED at Club or RTC Name: _____

Type of vessel(s) used for test: _____ **Length (LOA m):** _____

Tested for categories: (please tick relevant boxes) ☐ Power up to 10m LOA ☐ Power 10m LOA and over ☐ Sail (including auxiliary engine) *Also validates power category with the "up to 10m LOA" restriction.*

Test conducted for: (please tick relevant boxes) ☐ Coastal Waters ☐ Inland Waters

Test conducted by:

Name: _____

Applicable RYA qualification(s) held: _____

Signature: _____ Date: _____

Approved by (Principal, Chief Instructor or Flag Officer):

Name: _____

Signature: _____

Date: _____

ICC CEVNI TEST PASSED at Club or RTC Name: _____. We hereby confirm that the applicant has successfully demonstrated understanding of CEVNI (European Code for Inland Waterways) passing the CEVNI test.

Test conducted by:

Name: _____

Signature: _____ Date: _____

Approved by (Principal, Chief Instructor or Flag Officer):

Name: _____

Signature: _____ Date: _____

6. SYLLABUS FOR ICC ASSESSMENT OF COMPETENCE — To be completed by the Affiliated Club or Recognised Training Centre (RTC)

ORAL / WRITTEN ELEMENTS

ALL CANDIDATES

Regulations

- ☐ **1.** Knows responsibility for keeping a proper lookout
- ☐ **2.** Can determine a 'safe speed'
- ☐ **3.** Can recognise a potential collision situation
- ☐ **4.** Can identify 'give way' vessel in a collision situation
- ☐ **5.** Knows what action to take as 'give way' and 'stand on' vessel
- ☐ **6.** Knows responsibilities of a small vessel in a narrow channel
- ☐ **7.** Can recognise manoeuvring signals (1.2.3 & 5 short blasts)
- ☐ **8.** Can make and recognise visual distress signals

Safety

- ☐ **1.** Is able to use and instruct crew on the use of:
  - Life jackets
  - Distress alerting (e.g. DSC VHF, EPIRB, Flares, etc.)
  - Fire extinguishers
  - Kill cord (if fitted)
- ☐ **2.** Can prepare a boat for use and take sensible precautions before setting out, including:
  - Engine checks
  - Check fuel for range / duration of trip
  - Obtain weather forecast
  - Avoid overloading boat

CANDIDATES FOR COASTAL WATERS ONLY

Regulations

- ☐ **1.** Knows rules relating to Traffic Separation Schemes
- ☐ **2.** Knows requirements for navigation lights and shapes to be displayed by own vessel
- ☐ **3.** Can recognise the following from the lights: Power driven, sailing vessel, vessel at anchor, tug and tow, fishing vessel, dredger
- ☐ **4.** Knows sound signal to be made by vessels as in Q3

Navigation (Chart & Plotting Instruments required)

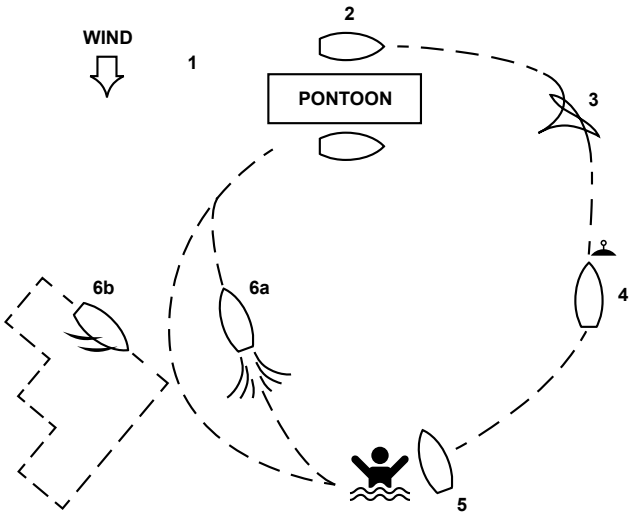
- ☐ **1.** Can interpret a navigational chart, understand significance of charted depths and drying heights and can identify charted hazards
- ☐ **2.** Can plot position by cross bearings and by latitude / longitude
- ☐ **3.** Can determine magnetic course to steer, making allowances for leeway and tidal stream
- ☐ **4.** Can use a tide table to find times and heights of high and low water at a standard port
- ☐ **5.** Can determine direction and rate of tidal stream from a tidal stream atlas or tidal diamonds on a chart
- ☐ **6.** Understands basic use of GPS

Pilotage

- ☐ **1.** Can recognise, by day and night, and understand significance of buoys of the IALA system
- ☐ **2.** Knows sources of information on: local regulations, port entry and departure signals, VTS and Port Operations Radio
- ☐ **3.** Can plan a harbour entry/departure, taking account of possible presence of large vessels and avoiding navigational hazards

PRACTICAL ELEMENTS

ALL CANDIDATES



- ☐ **1. Start**
  - Give safety briefing including use of safety equipment
  - Has listened to weather forecasts
  - Pre start engine checks
  - Use kill cord (if fitted)
  - Start engine
  - Check cooling
  - Knows fuel range
- ☐ **2. Depart from Pontoon**
  - Understands use of springs to depart from lee wall/pontoon
  - Communicate with crew
  - Position fenders correctly
- ☐ **3. 360° Turn in Confined Space**
- ☐ **4. Securing to Buoy**
  - Communicate effectively with crew
  - Prepare warp
  - Choose correct angle of approach
  - Control speed of approach
  - Secure boat effectively
  - Depart from the mooring safely
- ☐ **5. Man Overboard**
  - Observe MOB or instruct crew to do so
  - Demonstrate correct direction and speed of approach
  - Make suitable contact with MOB
- ☐ **6a. Planning Speed Manoeuvres (if appropriate)**
  - Choose suitable area
  - Show awareness of other water users
  - Warn crew before each manoeuvre
  - Look around before S and U turns
  - Control speed on U turns
- ☐ **6b. Handling Under Sail (if appropriate)**
  - Sail triangular course with one leg to windward
  - Choose suitable area for hoisting/lowering sails
  - Use sails suitable for prevailing conditions
  - Show awareness of wind direction
  - Trim sails correctly on each point of sailing
  - Warn crew before manoeuvres
  - Look round before tacking and gybing
  - Control sails during tacking and gybing
- ☐ **7. Coming Alongside Windward Pontoon**
  - Communicate effectively with crew
  - Show awareness of other water users
  - Prepare warps/fenders
  - Choose correct angle of approach
  - Control speed of approach
  - Stop boat in place required and secure to pontoon
  - Stop engine

7. CHARGES
(Please tick the appropriate box below)

☐ **EXISTING RYA MEMBER.** As a member you receive **the ICC free of charge.**

Membership No. _____

Cost of Fast Track for existing members (if required) £21 for standard members, £16 for accredited members or £10 for gold members. Free of charge to life members. Payment for the fast track fee is required with your application and can be made by cheque payable to 'RYA', postal order, credit or debit card only. Direct debit is for new membership applications only.

☐ **BECOME A RYA MEMBER.** Please complete the form and as a new member you receive the **ICC free of charge**

☐ **NON-MEMBER.** As a non-member, the cost of the issue for the **ICC is £47.**

Cost of Fast Track for non-members (if required) £38. Payment for the fast track fee and the certificate issue are required with your application and can be made by cheque payable to 'RYA', postal order, credit or debit card only. Direct debit is for new membership applications only.

All Fast Track applications are returned by Royal Mail First Class post (UK) and Royal Mail Air Mail (Overseas). If you require a tracked service an additional fee of £10.00 is required.

8. PAYMENT
(Please tick the boxes that apply and indicate the total amount payable)

- ☐ ICC Fee – **non-members £47**
- ☐ Fast Track Fee – **non-members £38**
- ☐ Fast Track Fee – **standard members £21**
- ☐ Fast Track Fee – **accredited members £16**
- ☐ Fast Track Fee – **gold members £10**
- ☐ Fast Track Fee – **life members free of charge**
- ☐ Tracked Service – **£10 (Fast Tracks only)**

Membership Subscription

☐ **Under 18 £17** ☐ **Under 25 £26**
☐ **Personal £47** ☐ **Family £74**

TOTAL AMOUNT: £ _____

9. CARD DETAILS (if required)

Your card details are not stored on any RYA systems and are securely destroyed once payment has been processed.
Please debit my Visa / Mastercard / Switch / Maestro (delete as applicable) card

Card Number

Card Start Date | Card Expiry Date

Switch Issue No. | Card Security No.

Cardholder's Name

Cardholder's Signature

10. CHECK LIST

- ☐ Application form completed in full and declaration signed
- ☐ Evidence of your nationality or residency enclosed
- ☐ Evidence of competence enclosed and / or sections 4 and / or 5 completed
- ☐ Passport sized photograph with name on reverse attached
- ☐ Fast track service requested if required
- ☐ Payment enclosed

Send to: RYA Certification, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA

RYA MEMBERSHIP FORM

Cost of Fast Track (if required) £21. New members paying by direct debit and requiring the fast track service must make a separate payment for the fast track fee by cheque payable to 'RYA', postal order, credit or debit card.

MEMBER 1
Title | Forename | Surname | Gender (M / F)
Date of Birth | Email Address

MEMBER 2
Title | Forename | Surname | Gender (M / F)
Date of Birth | Email Address

MEMBER 3
Title | Forename | Surname | Gender (M / F)
Date of Birth | Email Address

MEMBER 4
Title | Forename | Surname | Gender (M / F)
Date of Birth | Email Address

ADDRESS

Postcode

Home Tel | Mobile Tel

Category of membership, tick **one** box.

- ☐ **Pathway** — For those who have just discovered boating
- ☐ **Personal** — For recreational boaters
- ☐ **Associate** — For boaters who are members of an RYA affiliated club or class
  Club or class name:
- ☐ **Accredited** — For RYA instructors, race officials and more*

*Accredited membership also includes appointed RYA race coach level 2 and 3, commercial endorsement holders, British Youth Sailing Programme and World Class Programme Sailors.

Type of membership required, please tick **one** box. Prices shown are costs of annual subscription

- ☐ Under 18 — **£17 by direct debit, card, cash or cheque**
- ☐ Under 25 — **£26 by direct debit, card, cash or cheque**
- ☐ Adult — **£47 by direct debit, card, cash or cheque**
- ☐ Family* — **£74 by direct debit, card, cash or cheque**

*Family Membership: Two adults plus under 18's living at the same address. Prices valid until 31/03/2021.
Please number up to three boating interests in order, with number one being your principal interest.

☐ Yacht Racing ☐ Yacht Cruising ☐ Dinghy Racing ☐ Dinghy Cruising ☐ Personal Watercraft ☐ Sportsboats & RIBS
☐ Windsurfing ☐ Motor Boating ☐ Canal Cruising ☐ River Cruising

This form records your personal data for RYA membership. The data recorded on this form will be verified by the RYA and transferred onto the central database. Your data will be used to verify your membership and communicate relevant information about your membership such as your welcome pack and renewal documents.
The RYA will process the personal data you have given for the purpose of fulfilling this contact with you.
Your personal data will be processed in line with our privacy policy **www.rya.org.uk/go/privacy.**

Signature

Source Code 1 1 0

Date

Joining Point Code 920661685

Membership payments can be made by direct debit, cheque payable to 'RYA', postal order, credit or debit card.

PAY MEMBERSHIP BY DIRECT DEBIT AND SAVE MONEY

RYA

Instruction to your Bank or Building Society to pay by Direct Debit

DIRECT Debit

Name and full postal address of your Bank/Building Society

To The Manager — Bank/Building Society
Address
Postcode

Name(s) of account holder(s)

Branch sort code

Bank/Building Society account number

Originator's Identification Number: 9 5 5 2 1 3

RYA Membership Number (For office use only)

Instruction to your Bank or Building Society
Please pay Royal Yachting Association Direct Debits from the account detailed in this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with the Royal Yachting Association and, if so details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account.